




**STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF MENTAL RETARDATION SERVICES
ANDREW JACKSON BUILDING, 15th FLOOR
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243**

MEMORANDUM

To: All Providers

From: Stephen H. Norris
Deputy Commissioner 

Date: April 7, 2005

Subject: Introduction to MR /DD Training

All direct support staff, personal assistants, respite care providers and Independent Support Coordinators are required to attend the new training, "Introduction to MR/DD" within 30 days of employment. As of April 30, 2005, all new direct support staff, personal assistants, respite care providers and Independent Support Coordinators must complete "Introduction to MR/DD Training," within 30 days of employment. All current/tenured staff should be trained by October 30, 2005. Train-the-trainer sessions for this curriculum are beginning this month. Please check the Quarterly Training Calendar at www.state.tn.us/dmrs/training/html for training dates or contact your Regional Training Coordinator at the following telephone numbers:

Loretta Coleman, West Tennessee Regional Office - (901) 213-1813
Alice Taylor, East Tennessee Regional Office - (423) 787-6757 ext. 112
Tina Mount, Middle Tennessee Regional Office - (615) 884-1938

If you have any further questions or concerns, please contact Kimberly Dean at (615) 741-7275.

SHN:kd

cc: CO Directors
Regional QA Directors
Regional Training Coordinators
Regional Operations Directors
Regional Directors